

INFORMATION

USAID/General Notice
M/AS/IRD
07/08/1999

SUBJECT: The July Automated Directives System (ADS) Notice

Purpose

This monthly notice is divided into three sections:

Section I lists the policy notices not included on ADS CD 14, but posted to the ADS website.

Section II pertains to ADS CD tips and printing a notice from the notice database.

Section III describes the ADS and provides instructions for accessing the ADS CD.

SECTION I

Policy Notices Since ADS Compact Disk (CD) 14

All Agency personnel have access to General Policy Notices and should read and assimilate the new policies. The notices are distributed each evening from the Notice Sender mailbox to everyone in USAID/W and to specific mailboxes within the Missions.

There were several USAID/General Policy Notices issued since the release of ADS CD 14.

Please note:

- * ADS CD 14 is accessible to ALL USAID/W employees via the Local Area Network (LAN). ADS CDs were mailed to the Missions on Thursday, 04/29/99. If you are in USAID/W and unable to locate ADS CD 14, please contact the IRM Help Desk for assistance.
- * ADS CD 14 material and Policy Notices are also accessible via the ADS website.

ADS Intranet address: <http://www.usaid.gov/ADS/>

ADS Internet address: <http://www.info.usaid.gov/pubs/ads>

Policy Notices not included on ADS CD 14 but posted to the ADS website:

0621	06/18/1999	Program for expanding the Participation of Minority Serving Institutions (MSIs), to be included in ADS 321.
0623	06/21/1999	Conflict Prevention Guidance for Strategic Planning
0501	05/03/1999	ADS 602, Forward Funding Policy
0511	05/12/1999	Revisions to the AID Acquisition Regulation (AIDAR)
0516	05/13/1999	Use of the Purchase Card in USAID Under \$2500 Bureau/Office Administrative Budget
0521	05/17/1999	NMS Correcting Resource Codes
lanpolicy	05/19/1999	Policy - Reminder Procedures for Obtaining and Verifying Maintenance and Local Area Networks IDs

0526	05/20/1999	Automated Directives Systems: Chapter 206, Prohibition of Assistance to Drug Traffickers
0529	05/24/1999	Policy Reminder - ADS 583, Depository Interest Remittances
0409, 0409a, 0409b & 0409c	04/08/1999	ADS 601, Funding Source Policy
0415, 0415a	04/12/1999	ADS Chapter 591, Financial Audits of USAID Contractors, Grantees and Host Government Recipients
0426	04/17/1999	Pre-obligation Requirements, a Supplementary Reference to ADS Chapter 202
0440	04/29/1999	Changes to the On-the-Spot Awards Program
0317	03/08/1999	ADS 583, Project Funded Advances
0329	03/15/1999	USAID Policy on Tobacco
0337	03/18/1999	Restoring Annual Leave Subject to Forfeiture
0353	03/26/1999	1999 Annual Filing Requirement for the Public Financial Disclosure Report (SF-78) (Rev. 6/94) Covering Calendar Year 1998

Electronic copies of policy notices may also be obtained by sending an e-mail to Notice Mailbox@M.AS.IRD@AIDW.

CIBs issued since ADS CD 14 are on the OP webpage:

www.info.usaid.gov/procurement_bus_opp/procurement/cib

and are available from M/OP/P, (202) 712-0610. Earlier CIBs are available in the Resource Library and on the OP webpage.

SECTION II

Helpful TIPS when using the ADS and ADS CD

Each month we will include ADS content and/or ADS CD helpful tips. This month's tips pertain to selecting specific documents from an ADS CD search result, ADS CD Quick Help Guide, and How to Print from the USAID Notice Intranet Database.

Q.1 I've searched for a word on the ADS CD. The search results yielded several documents. But I only want to view a couple of these documents. How can I do that?

A.1 It is very simple to do this. Here's how:

- * After you searched for the word, a search results screen will appear.
- * Using your mouse, click once in the box to the left of the document titles that you would like to view. A red check mark will appear in these boxes.
- * Next, click on the BIG red check mark located on the toolbar at the top of your ADS CD screen.
- * Now, only the documents you selected appear on the screen!

- * To view these documents click on the paper icon (view record) located on the toolbar at the top of your ADS CD screen.
- * To move between the documents that you have selected, use the large green forward and back arrows in the button bar of your ADS CD screen.
- * To go back to the list of titles, click on the icon with several sheets of paper (view summary).

Q.2 Is there a Quick Help Guide brochure for the ADS CD?

A.2 YES! An ADS CD Quick Help Guide was created and then sent to Agency employees last month. Additionally, we are also including it as a PDF attachment to this notice. If you did not receive a paper copy of this brochure and would like one, please send an e-mail to ADS@M.AS.IRD@AIDW to request a copy.

Q.3 How can I print a Policy notice or another type of Agency notice from the Notice database on the Intranet?

A.3 When printing the notice from the Intranet, be sure to print the entire document. You will have to print each page of the notice. Therefore, after you print the first page, click on the "Next" button and print that page. Repeat this step until you have printed the entire notice.

Section III

The following information has been updated to include Series 600 in the list of ADS Series.

What is the ADS?

The ADS sets forth the Agency's policies and essential procedures, as well as mandatory and supplementary informational references. It contains six functional series, interim policy updates, valid USAID Handbook chapters, a resource library, and a glossary.

The *functional series* consist of ADS chapters that have been written in a standardized format. The six functional series are as follows:

Series 100	Organization and Executive Management
Series 200	USAID Program Assistance
Series 300	Acquisition and Assistance Agreements
Series 400	Personnel
Series 500	Management Services
Series 600	Budget and Finance

The *Interim Updates* are USAID/General Policy notices that are not yet in the standardized format. Over time, the Interim Updates will be incorporated into the appropriate ADS chapter.

The *USAID Handbook Series* provides the few Handbook chapters that are still valid, and serves as a cross reference between the Handbooks and ADS chapters in the functional series.

The *Resource Library* contains the Mandatory and Supplementary References. Mandatory References are the Government's regulations and other material that the Agency must follow. Supplementary References provide helpful information pertaining to the Agency's policies and procedures.

The *Glossary* defines terms found in the functional series.

The ADS is updated quarterly via a CD. The latest version of the ADS CD (formerly known as DR-CD) is 14.

How Do I Access the ADS?

The ADS in its entirety is located on the ADS CD. If you are in USAID/Washington, please follow the steps listed below. If you are in the field, access may be obtained via a CD-ROM reader.

USAID/W Users:

- Step 1. Click on the Windows Start Button
- Step 2. Click on "NetApps"
- Step 3. Click on "CDNET"
- Step 4. Click on ADS
- Step 5. Click on the Run button

If you do not see the ADS CD listed, please click the "Search" button located in the bottom left hand corner of the gray box that appears on your screen. The system will then update your list of CDs. The gray box will disappear from the screen for a moment and then the ADS CD will appear. If the ADS CD does not appear, please close the CDNET program and repeat steps 1 through 3.

Components of the ADS may also be accessed via the Intranet and the Internet. These sites currently do not contain the valid handbook chapters, but a list of which handbook chapters are still valid is included on the ADS website. Additionally, the Internet (unlike the Intranet) does not have the Personnel Series (400) and Interim Updates for Series 100, 400 and 500.

USAID/General Policy Notices are placed on the websites either as Interim Updates or as a new or revised ADS chapter (replacing the old chapter, if any), usually within 72 hours of their issuance. Therefore, the ADS websites will reflect policy updates sooner than the ADS CD. Access to the ADS material may be obtained by accessing:

1. The ADS Intranet home page is found by accessing the USAID Intranet home page at: <http://www.usaid.gov> - Then click once on the word "ADS" This link will take you to the USAID Intranet home page.
2. The ADS Internet home page is found by accessing the USAID Internet home page at: <http://www.info.usaid.gov/> - The reader must then click once on the phrase "Publications/Partner Resources." Next, scroll down to "ADS: Automated Directives System -- Formerly the USAID handbooks" header. Click once on this phrase and it will take you to the ADS Internet Home page: <http://www.info.usaid.gov/pubs/ads>.

You may also request an electronic copy of a Policy notice by sending an E-mail to Notice Mailbox@M.AS.IRD@AIDW.

Point of Contact: Cynthia Staples, M/AS/IRD, (202) 712-0798 or you may send an e-mail to ADS@M.AS.IRD@AIDW.